

ONLINE REGISTRATION SMART CARD



Online services include sites that require users to register and create personal profiles prior to using their service. Best practices include:

- ◆ Review the terms of service for each site to determine their privacy policy and data sharing agreements with third party entities.
- ◆ Avoid filling in optional identity fields for online profiles; only fill in the minimum required identity information.
- ◆ Never give online services access to your social security number or physical address.
- ◆ Turn down options to upload and share your existing contacts during registration.
- ◆ Check and, if necessary, change privacy settings to protect your personally identifiable information immediately after completing the registration process.

Identify Elements of Social Networking Site (SNS) Accounts

Online identity can be described as an aggregate of accounts and account-related activities associated with a single person. Common identity elements required by SNS for creating accounts and participating in their online services are shown below.

First & Last Name

First and last name are mandatory for almost all SNS accounts. In order to better protect yourself, it is important to make sure your account is locked down and consider having a profile picture that is something other than your photo.

Username

Username is unique to each user account, unlike first and last name which can be shared across multiple users. **DO NOT** include personally identifiable information, such as last name or birthday, when creating your username.

Birthday

Birthdays are used to verify the user's age and customize age-appropriate content for the user on the site. This information is sometimes published on the SNS profile and must be removed retroactively.

Gender

Gender is a common field to fill out on the registration page, used mostly for future content customization. Whenever possible, avoid making a distinction when signing up for your account.

Company/Employment Information

Company and employment information are required for professionally-oriented SNS services, where the main purpose is to meet and build your network with other people in your field.

Location: Address, Zip Code, Country

Location information is required to various levels of granularity depending on the service. It may include address, zip code, and/or country.

Sexual Orientation / Relationship Status

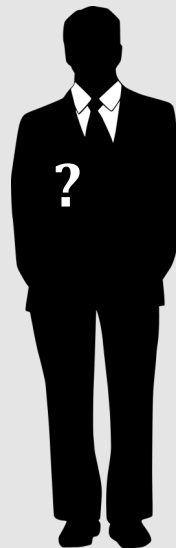
These fields are most often required in **online dating sites**, where the main purpose is to meet people.

Email Address

Email is the 2nd most common requirement for creating a SNS account. It is used to **verify your account** during registration and often used as a credential during future log-ins.

Mobile Phone Number








Registering for email accounts frequently requires a verifiable phone number. Refrain from using services that require phone numbers or opt to use an alternative method to verify accounts.



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Identity Information Required During Online Services Registration

							
First and Last Name	X	X	X	X	X	X	X
Username	*Uses name by default	x	X	X	Optional	*Uses name by default	*Uses name by default
Password	X	X	X	X	X	X	X
Birthday	X	Optional		Optional	X	Optional	
Gender	Optional	Optional		Optional	X		Optional
Email Address	X	**Optional	X	X	X	X	X
Phone Number		**Optional	Optional	Optional	Optional	Optional	
Country	X	X	X	X	X	X	X
Company/Employment Info	X						
Job Title	X						
Zip Code	X					X	
Facebook Account	Optional	X	Optional	Optional	Optional	Optional	Optional

*Social media sites default to the "name" provided when settings up the account as your Username, instead of asking Users to create a "handle."

** Facebook requires a mobile number or email address when registering an account. Consider using a Google Voice number for two factor authentication for additional security.

It is a lot easier to simply sign up or register on a social media site when you link other accounts to them. Usually, it is a simple click of the button; however, it is recommended that you DO NOT do this. If someone gains access to your Facebook account and you have signed up for other SM accounts using Facebook, then that likely gives them access to those other accounts as well. Treat SM account creation just like your password; create a new and unique one for each site you wish to sign up for.

Additionally, it is always best to use a current email for any social media use. This way, if something were to happen to your account, you're immediately notified and can quickly correct the problem. If you have an email account that you do not check routinely, or that has suffered a major data breach, you might not know if someone hacked into your social media account(s) until it is too late to fix.



Rewards

- Join Social Communities
- Connect Instantly
- Self-Expression
- Collaborate With Others
- Real-Time Information

Risks

- Cyberbullying
- Identity Theft
- Overuse
- Posts are Permanent